

78-7153/1

21 DEC 1978

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for National Foreign Assessment  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, Executive Career Service Board

FROM : Frank C. Carlucci  
Deputy Director of Central Intelligence

SUBJECT : FY 1979 Annual Personnel Plan, Phase I

REFERENCE : Memo for DD's and Ch. Exec. Career Service Board  
dtd 29 June 78, Subject: FY 1979 APP

1. Your Annual Personnel Plan, Phase I, submissions have been analyzed by the Office of Personnel and I have now completed my review. The goals as stated are approved with the following caveats:

a. Supergrade projections in excess of the approved allocations are not approved. Any request for increases must be submitted in accordance with the instructions in the allocation memorandum.

b. Every effort will be made to increase the goals for the on-duty strength of women and minority professional employees. Promotion rates overall appear valid, but I would like to ensure that in the Hispanic and Asian American groups, where individual rates are low, special attention is given to ensure equitable promotion opportunity. I also want you to particularly review the promotion rates for women and minority personnel in the grades GS-12 and above. I would hope that the results in the subsequent evaluation of the FY 1979 APP show achievements in excess of goals for these particular areas.

c. To enable the Career Service Subgroups to relate their individual APP goals to those of the Career Service, copies of the approved Career Service APP, or pertinent extracts of the data, will

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be provided to the Subgroups with the review analysis and recommendations of the Head of the Career Service on their individual APP Subgroup submissions. Comparative charts of the Subgroup APP data, such as were prepared for the Career Service APP reports by the Office of Personnel, will be helpful in the analysis and monitoring of the office level goals and I recommend they be prepared.

2. I find the APP a necessary and valuable document, but to assure we make the best possible use of this planning approach, I am asking the NAPA Management Team to review the purpose, usage and design of the Plan with each of the Career Services as a part of their overall look at the Agency's personnel management system.

3. A copy of the Office of Personnel analysis of your APP and the comparative charts for the Agency are forwarded herewith.

/s/ Frank C. Carlucci

Frank C. Carlucci

Attachment:  
As Stated

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20 DEC 1978  
Director of Personnel

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